

CONFIDENTIAL

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MEMORANDUM FOR: Contractor Security Officer

SUBJECT: Standard Security Procedures for Contractors,
1 May 1979

In concert with customer efforts to improve upon the security guidance, requirements and procedures relative to contractor access to, handling and storage of customer's classified information or material, certain revisions have been made which have resulted in the publication of the enclosed manual, entitled Standard Security Procedures for Contractors, dated 1 May 1979. This new manual, when incorporated into your existing contracts, will replace the current manual in your possession entitled Security Requirements for Contractors, dated 2 May 1977.

The new manual incorporates a number of changes in requirements and provides additional information and guidance designed to enhance your industrial security program. Your attention is specifically directed to those portions of the manual which address security storage requirements, provide instruction on the classification of documents, relate to employment of the two-person rule, and advise on the inventory of classified documents. We would also note the inclusion of information pertaining to construction specifications for vaults, secure areas and closed areas.

Prior to the incorporation of the new manual into all of our contracts with your organization, you are requested to advise us within sixty (60) days of any of your concerns over the requirements of the manual. We believe there will be little, if any, cost impact resulting from implementation of the new manual. However, if your contract(s) do not cover such costs and you wish to submit a claim for any increased price or cost/fee, the claim should be in sufficient detail to describe the increased price/cost by contract number and the basis for their being outside the scope of the existing contract(s).

If we do not receive a response from you within the sixty (60) days indicated above, we will assume your acceptance and action will be taken by the contracting officer to incorporate the new manuals which will become effective sixty (60) days after such incorporation. Any comments or cost claim should be submitted as soon as possible to the following address:

Unclassified when separated
from attachment

Classified by Customer
Review for declassification 1 May 1999
Reason for extension
Protection of intelligence methods

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All cost claims will be provided to the contracting officer for negotiation and settlement, at which time the manuals will be incorporated.

Considerable efforts have been made to produce a manual which will clearly and concisely provide you, the contractor, with the basic data needed to protect the customer's classified material placed in your custody. We solicit your continued support in this endeavor and are most appreciative of your assistance in implementing the provisions of the new manual. In the event you may require any clarification of the manual, you are invited to address your inquiries to the customer's security representative having cognizance of your facility.

Sincerely yours,



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